

In Case of Emergency, PRINT THIS!

Keep a copy on your office bulletin board. Take a copy at home. Just in case...

Reduced Workforce/Emergency Closing information from HR can be found at:

- (800) 644-4402
- <http://humanresources.vermont.gov/about-us/alerts-closings-delays>
- Via the radio stations listed on the reverse side of this flyer
- HR Policy 11.3 on Emergency Closings (includes compensation information)
<http://humanresources.vermont.gov/sites/dhr/files/Documents/Policy%20Manual/Number%2011.3%20-%20EMERGENCY%20CLOSING.pdf>

Prepare for an Interruption in Business-as-Usual if a weather event is predicted:

- Update your time-sheet (supervisors, approve timesheets as early as possible)
- Bring your work laptop and cell phone home and make sure they're charged
- Bookmark important web sites
- Put essential documents on your laptop - you may not have network access
- Add important numbers to your cell phone contact list
- If your work group has a phone tree, bring a print-out of the information home with you. *This is especially important if you are a supervisor/manager.*

In Case of Sustained Work-Place Closure keep in touch with your supervisor to the extent possible. Check for updates via web sites and out-going land-line messages:

- ANR / (802) 828-1294 / <http://anr.vermont.gov/>
- DEC / (802) 828-1556 / <http://dec.vermont.gov/>
- F&W / (802) 828-1454 / <http://www.vtfishandwildlife.com/>
- FPR / (802) 828-1534 / <http://fpr.vermont.gov/>

Fill in your Regional Office land line number: _____

Use this space to write in important contact information for your work group

Managers and Supervisors: Do you have an updated phone tree and email list to contact your staff during disruptive events?

Be Prepared at Home

Have emergency supplies of potable water, food, batteries, flashlights, and medications.

Keep a radio on hand.

Charge cell phones and laptops ahead of weather events.

If you have a land line, have a hard wired phone that does not rely on power.

Be aware of hazardous driving conditions. NEVER drive through standing water.

Find road info on VTrans' [511 website](#), [Facebook page](#) and [Twitter feed](#).

If possible, check on your neighbors.

Find Delayed Openings, Reduced Work Force or Emergency Closings

State-wide WVPR

Northwest

102.3 FM WLFE – St. Albans
1420 AM WWSR – St. Albans

Champlain Valley

107.9 FM WVPS – Colchester
92.9 FM WEZF – Burlington
98.9 FM WOKO – Burlington
1230 AM WJOY – Burlington

Rutland/Middlebury Area

1490 AM WFAD – Middlebury
93.7 FM WRRO – Middlebury
98.1 FM WJJR – Rutland
1380 AM WSYB – Rutland
97.1 FM WZRT – Rutland
88.7 FM WRVT – Rutland

Southwest

94.3 FM WBTN – Bennington
1370 AM WBTN – Bennington



Northeast

92.1 WMOO – Newport/St. J
1340 AM WSTJ – St. Johnsbury
88.5 FM WVPA – St. Johnsbury

Central

550 AM WDEV – Waterbury
96.1 FM WDEV – Waitsfield
1240 AM WSKI – Montpelier
104.7 FM WNCS – Montpelier
102.1 WCVR – Randolph Ctr

Southeast

89.5 FM WVPR – Windsor
1480 AM WNBX – Springfield
93.5 FM WCFR – Springfield
96.7 FM WTSA – Brattleboro

What is COOP? The Continuity of Operations Plan aims to mitigate the long-term effects a disruptive event may have on business-as-usual. It is not the same as emergency planning. A COOP helps staff get their work done in the days, weeks or months after an event.

COOP encourages redundancy and preparedness. If disaster strikes, know where to get information – and have as many avenues as possible to get there.